Job Assignment   **Application Analyst**

Job Classification   **Information Systems Technician**

Area   **Solutions**

FUNCTION OF THE JOB

Under direction, to perform a variety of duties in the analysis, development, and implementation of computerized systems, including systems integration, web development, application testing, and packaged application upgrade installations; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Researches, develops, implements, and maintains routine applications and web site.
2. Designs and develops routine software programs and applications, including web applications, and participates in the development or maintenance of portions of larger systems.
3. Assists in the evaluation, purchase, and implementation of package software products.
4. Provides on-going support and maintenance of applications by analyzing and resolving routine problems, and by developing routine web software enhancements and modifications to existing systems and purchased software.
5. Provides assistance to computer users in the use and operation of applications and purchased software; answers user questions; and guides users through basic procedures.
6. Assists in the training of key users in the use of the applications developed.
7. Participates in project teams and assists with the development of larger computer systems.
8. Prepares and maintains detailed application documentation.
9. Established and maintains effective working relationships with co-workers, employees at all levels of the County.
10. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of information technology principles, practices, and technologies.
2. Working knowledge of software and web application development principles, practices languages, and technologies.
3. Working knowledge of the use of relational database principles in applications development.
4. Some knowledge of systems analysis principles and practices.
5. Some knowledge of the business practices of assigned areas.
6. Ability to gather and analyze information and develop and implement appropriate solutions.
7. Ability to design and develop routine software applications.
8. Ability to maintain accurate and detailed records; prepare and present written and oral reports and recommendations.
9. Ability to establish and maintain effective working relationships.
10. Ability to communicate effectively, both orally and in writing.

Training and Experience

1. High school graduation or GED equivalent.
2. Two (2) years of progressively responsible work experience in data or information processing, application analysis, web development, programming, or a related field.
3. Post high school education in computer science, business or public administration or a related field with course

work in the above may be substituted for the work experience requirement on a year-for-year basis.